



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Parks, Recreation & Historic Sites Div. Recreation Services Section 270 Washington Street, S.W. Room 704 Atlanta, Georgia 30334	Application Number	79-275
Application Number		Date Received	Date Completed
		DEC - 7 1979	DEC 19 1979

2. Person to Contact Robin Jackson	Working Title Chief, Recreation Services Section	Telephone Number 656-2790
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3. Action Requested

a.  Establish Retention Schedule; record will continue to accumulate.

b.  Dispose of present accumulation; no further accumulation anticipated.

c.  Amend Application No. \_\_\_\_\_ Check One:  Change;  Supersede;  Void

4. Dates of Series	5. Records Series Title (followed by title used in office, if different)
Earliest 1963	Local Governments Assistance Files
Latest To date	

6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?

The Recreation Services Section guides and assists recreation providers through the preparation of statewide plans and issue analyses, through preparation and dispersal of technical publications, through consultation and community assessments, and through funding assistance.

The Recreation Assistance Unit provides, upon request, individualized guidance, assessment or problem solving to communities, agencies, etc.; provides personnel training through workshops and conferences; informs decision-makers and recreation administrators on trends, methods and products, develops and distributes information on various program and management concerns, and develops comparative data on recreation delivery systems in Georgia.

7. Record Series Description      This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to:      providing recreation at the local level with assistance and guidance to those providers

Included are:  
General files of all Local Governments containing recreation assessments; program brochures, field notes; reports/evaluations/guidance on specific issues related to facilities, management, personnel, wages, affirmative action, financial, program, advisory/legal boards, correspondence, and others.

File is arranged:  
Alphabetically by name of city or county.

8. Monthly Reference Rate      How often are records referred to which are:

One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_?      **Seldom, if ever.**

9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements                      The following requires the series to be kept:

a. State Law	<u>  1  </u> <u>  0  </u> years.	d. Audit period	<u>  0  </u> years.
b. Statute of limitation	<u>  0  </u> years.	e. Administrative need	<u>  6  </u> years.
c. Federal law	<u>  0  </u> years.	f. Federal retention instructions	<u>  0  </u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.  
 Administrative requirements are 6 years. However, it may have permanent value as it is the only file which documents the Sections technical assistance in recreation to Local Governments.

12. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

Calendar Year;  Fiscal Year;  Other \_\_\_\_\_ then,

Hold in the current files area \_\_\_\_\_ month(s)   3   year(s); then

Transfer to local holding area, hold \_\_\_\_\_ year(s); then

Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

Destroy.

Transfer to State Archives for permanent retention.

Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	12-4-79		12-6-79

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
			12-12-79
	Secretary of State/Designee		12-14-79
	Attorney General/Designee		12-18-79